

**BOARD OF BARBERING AND COSMETOLOGY****P.O. BOX 944226****SACRAMENTO, CA 94244-2260****INFORMATION: (916) 323-9020 FAX (916) 445-8893**

**Board of Barbering and Cosmetology
Ronald Regan State Building
300 South Spring Street
Los Angeles, CA 90013
September 29, 2003**

MINUTES

Dr. Della Condon, Board President called the meeting to order at 9:18 a.m. A quorum was present and notice had been sent to interested parties.

Members Present:

Dr. Della Condon, President
Mr. Joe Gonzalez, Vice-President
Ms Kim McInnes, Professional Member
Ms. Mercedes Barcelona, Professional Member
Mr. Richard Hedges, Public Member
Ms. Bonnie LaChappa, Public Member
Ms. Tamara Rasberry, Public Member

Staff Present:

Cindy Walton, Interim Executive Officer
Marion Welch, Supervising Examiner
Jim Jacobs, Supervising Inspector
Thalia Singleton, Executive Assistant
Angelica Flores, Enforcement Analyst
Jaime Masuda, Board Analyst
Margie Shea, Enforcement Analyst

Agenda Item 2**Approval of the August 11 & September 15, 2003 Meeting Minutes**

President Condon deferred the approval of the August 11 & September 15, 2003 minutes until the next meeting, so that the members would have adequate time to review.

Agenda Item 3

Update – Subcommittee for Selection of Permanent Executive Officer

President Condon reported that a subcommittee for the Selection of the permanent Executive Officer was established at the August 11, 2003 meeting. The committee members are Richard Hedges, Joe Gonzalez, and President Condon. President Condon reported that the committee met and recommended that the Board approve the job description as it comes from Human Resources; that it is a statewide recruitment and that a subcommittee of the Board review the applications as well as conduct the initial interviews. Once the interviews are completed, the entire Board will interview the finalists.

Mr. Balingit reminded the Board that any meetings of two or more members is subject to the Open Meetings Act and that appropriate notices must be sent out to the public. Mr. Balingit reported that the Board could interview any potential candidates in closed session.

Agenda Item 4

Interim Executive Officers Report

Ms. Walton reported to the Board on the Program Update, to acquaint the members with the operations at the Board.

Program Update:

Ms. Walton provided statistics from the Enforcement, Inspections, Licensing, and Exam Sections.

Staffing Update:

Ms. Walton reported that two freeze exemption requests have been submitted to Personnel. One request is to increase the time-base of one Cosmetology Examiner II position from intermittent to full-time, and the other request is to hire two Examiners in Barbering positions. Another request has been submitted to increase the Examiners' hours. This request would allow an additional 200 hours for 15 permanent intermittent employees (Examiners).

Ms. Walton reported on the Board's staffing issues within the Licensing and Policy units.

Ms. Walton reported that in January 2002 the Board had 73.0 positions; however, as of September 1, 2003 the Board lost 14.0 positions, which left the Board to operate with only 59.0 positions. All state agency vacancies were reviewed and unfortunately as part of budget reductions and budget climate in the state the Board lost positions.

Examination Site Relocation Update:

Ms. Walton reported that following the September 15, 2003 teleconference meeting, the Board directed her to submit a request to the Department of Consumer Affairs' Director to request that the Department of General Services' search for an exam facility east of the 605 Freeway.

Ms. Walton informed the members about a letter from Assemblyman Dario Frommer, dated September 23, 2003, in which he expressed his strong concerns about the efforts to reverse the Board's decision to relocate from the current location East of the 605 Los Angeles freeway to the its new location in Glendale California. Ms. Walton read the letter to the Board into the record.

Denise Brown, Chief Deputy Director, Department of Consumer Affairs acknowledged receipt of the letter on behalf of Director, Kathleen Hamilton, informing members that the Director would follow up with a detailed response.

- **Policy Issues Update**

Ms. Walton provided the members with a pending list of the Board's policy issues, which are:

- **Disciplinary Review Committee (DRC)**

Re-establish the Disciplinary Review Committee or designate a Board representative to hear DRC appeals. Currently, there are approximately 1,487 appeals pending.

- **Microdermabrasion**

Establish a task force or a subcommittee to review the microdermabrasion issue.

- **Tanning Facilities**

Chapter 10, Division 3, Business and Professions Code, Section 7414.1 – 7414.6

The Board is urged to review the issue to determine whether we need to adopt regulations regarding the operation of tanning facilities in licensed establishments.

- **Botox**

Review the issue as it related to potential growth into the cosmetology and esthetician professions.

- **Legislation**

SB 362 previously SB 360 is currently in enrollment. This bill follows up on the Sunset Review. Ms. Walton outlined some of the items that are included in the bill. She reported that SB 362 also includes photo licensure.

AB 282 excludes threading from the practice of the barbering and cosmetology until July 1, 2007. This bill also requires the Board to report any complaints received regarding the practice of threading to the Department of Consumer Affairs and the Joint Legislative Sunset Review Committee. The Governor signed this bill.

Proposed Meeting Calendar and Proposed Subcommittees

Ms. Walton urged the members to address all pending policy and legislative issues raised in her report. She recommended creating the following Board Subcommittees:

- Legislative
- Examination and Licensing
- Education and Outreach
- Enforcement and Inspection

- Proposed Board Meeting Calendar
- Cost Estimates for 12 Board Meetings

Ms. Walton also recommended that the Board consider meeting 6 times a year and provided a proposed meeting calendar. She also provided cost estimates for monthly Board Meetings.

Upcoming Events/Issues

- Board Orientation
- October 19 – 20, 2003 – Professional Beauty Federation of California's Trade Show participation
- October 22, 2003 Assemblymember Lou Correa's Interim Hearing on Barbering and Cosmetology issues

• Internal Audit Report

Mr. Gonzalez expressed concerned about the Internal Audit Report dated June 2002.

Mr. Gonzalez inquired about the following and its findings:

- No formal system that monitors compliance with regulated processing timelines for its operations;
The processing time for two of the major licensing categories exceeded five months for issuing licenses;
- No documented workflow activities, staffing workload and resource funding needs; and
- No current examination and licensing procedure manuals.

Ms. Walton reported that the manuals are currently being worked on. Ms. Walton reported that the Board is currently working on ways to reduce the time that it takes to process the two major licensing categories. Lastly, the Board has an extremely high volume of candidates wanting to take the licensure examinations.

Also, Ms. Walton reported that the staffing in the licensing sections was severely impacted by the positions that were lost. Ms. Walton reported that eleven positions were lost in 2000 – 2002, which directly impacted the licensing sections.

Ms. Walton invited all of the members to come by the office, to see exactly what the workload is in the office.

Mr. Gonzalez expressed concerns about the unreasonable delays in processing applications. The report indicated that the data obtained from the Applicant Tracking System (ATS) showed that the average processing time for the Bureau's entire applicant population was 234 days, or 4.46 months.

Ms. Walton reported that the Board is currently working on addressing the large volume of applications that are received daily. Also, the Board staff is currently being rotated, managers are managing their staff and are also processing the daily work. Ms. Walton reported that she herself has processed mail and address changes to help reduce those backlogs that the Board is faced with.

Mr. Gonzalez suggested that the Board should consider developing procedural manuals for the application, examination and licensing operations.

Mr. Walton reported that the Board is currently working on developing procedural manuals.

Ms. Walton reported that she would begin keeping a running report on the Internal Audit corrections to keep the Board abreast of the status.

Mr. Gonzalez expressed concern about what corrective actions have been taken to correct the problems described in the Audit and asked how the members of the Board can assist in solving the problem.

Ms. Walton reported that the Board is currently working on the manuals to put everything in writing. The Board staff has been rotated where the need is greatest.

Ms. Walton asked the Board to assist her in being able to hire additional staff to process the work and to try and reduce the workload.

Mr. Gonzalez expressed his concerns that continued improvements are needed to address complaint processing delays, inaccurate processing times, and inadequate documentation maintained in the Bureau's case files.

Mr. Gonzalez outlined areas of concern that were identified in the Audit report as area that need to be addressed by Bureau management to strengthen its processes which are:

- Untimely acknowledgement letters
- Untimely delays in completing case files
- Inaccurate determination of processing times for cases opened from inspection reports
- Missing case files
- Incomplete file documentation

Ms. Walton reported that several of the above issues have been corrected. However, Ms. Walton reported that if a complaint must be forwarded over to another office such as the Division of Investigations, then we must wait for that office to complete their process and then return the complaint back to the Board. Unfortunately, in some cases, it may take several months due to the fact that other offices must be involved in the entire complaint process. Ms. Angelica Flores confirmed the complaint process may be lengthy due to other offices being involved.

Mr. Gonzalez expressed his concerns about the time that it's taking the Board to process the complaint cases.

Mr. Gonzalez expressed his concerns about the issues raised within the Audit report about the missing case files and how this could be possible.

Ms. Walton indicated that the Audit staff only reviewed a small portion of files within the office and she questions whether there were actually any missing case files.

Mr. Gonzalez is also concerned about the incomplete file documentation that was outlined in the Audit report.

Ms. Walton also stated that she disputes the Audit findings about the Board having incomplete documentation within our files.

Mr. Gonzalez was concerned whether there has been any reports provided by the Board to the Internal Audit Office to comply with the Auditor's report.

Mr. Walton reported that the Board provided a report to the Internal Audits Office on April 4, 2003. Ms. Walton referred the members to their briefing binders for the April 4, 2003 response to the Internal Audit report.

Dr. Condon reported that the Board would not buy that the problems that the previous Bureau had have been fixed. The Board wants to see what progress is being made to address the issues outlined in the Internal Audit report. Dr. Condon reported that a progress report should be provided to the members on a routine basis with respect to the Board's goals and objectives.

Dr. Condon was concerned that the information from the Internal Audit Report is scheduled to be addressed at the October 22, 2003 hearing with the Assemblyman Correa's Office. Dr. Condon requested that Ms. Walton provide the Board with substantive answers instead of responses such as the Board is working on fixing the problems.

Ms. Walton reported that the Assemblyman would be preparing a report for the hearing and that he would inform her of the issues scheduled to be discussed.

Ms. Walton stated Assemblyman Correa's office informed her that the purpose of the hearing would not be Sunset Review related.

Dr. Condon stated the Internal Audit report was a very negative reflection on the functioning of the Bureau of Barbering and Cosmetology and as a Board the members are determined to see the issues addressed and progress made.

Dr. Condon stated that the center point of the presentation at the October 22, 2003 hearing should be the personnel issue that the Board is faced with.

Ms. Walton requested that the members help her to get the assistance needed to address all outstanding issues the Board is faced with.

Joe Gonzalez stated that the meetings would continue to take place once a month instead of six times a year as proposed by Ms. Walton.

Dr. Condon concurred with Mr. Gonzalez to continue having meetings on a monthly basis.

Agenda Item 5 Legislative Proposals for 2004

Ms. Walton reported that the Department of Consumer Affairs' (DCA) Legislative Office has granted the Board an extension for submitting and getting approval of legislative proposals.

Agenda Item 6 Hearing of Disciplinary Matters before the Board

Mr. Mills, Supervising Deputy Attorney General provided the Board with a brief overview of the process the Board must follow when a case is submitted to the Attorney General's office for review. Mr. Mills reported the process could be lengthy due to a large volume of cases received.

Mr. Mills reported that due to the current budget crisis California is facing, the Attorney General's office has had to cut a substantial amount of positions; therefore, delays are occurring in scheduling dates for a hearing. Mr. Mills confirmed Ms. Walton's response to Mr. Gonzalez regarding untimely delays in completing case files that are referred to the Attorney General's Office.

Agenda Item 7

Aggregate Scoring

Dr. Tracy Ferrel provided the members with a brief overview on the passing scores for licensure examination.

Uniform Guidelines on Employee Selections Procedures (1978)

- Used to enforce civil rights legislature
- Employed in legal reviews of testing procedures
- Incorporated into California State law

Standards for Education & Psychological Testing Specifically Standard 14.17

- The level of performance required for passing a credentialing (licensure) test should depend on the knowledge and skills necessary for acceptable performance in the occupation or profession and should not be adjusted to regulate the number or proportion of persons passing the test.

Government Code Section 12944(a)

- This section requires all licensing boards, programs, bureau, and divisions to establish the job-relatedness of their respective examinations.

Dr. Ferrel stated that case law has extended this to apply to all portions of the examination process, from the prerequisite to licensure to exactly how to set the passing score.

Business & Professions Code, Section 139(b)

- This section mandates that the department develop a policy regarding examination development and validation and occupational analysis. The process of setting standards should adhere to accepted technical and professional standards. The passing scores should be determined by a criterion-referenced passing score methodology. Boards, programs, bureaus, and divisions that have laws or regulations requiring a fixed passing percent score should seek to change the law or regulation to require a criterion-referenced passing score that is based on the minimum competence criteria. This is a legal mandate of section 139.

Dr. Ferrel provided a report on the two general methodologies associated with passing scores, which are:

Norm-referenced

- Passing scores where you give an exam and take the scores of students and place them on a distribution and establish the passing score based on the performance of the group. This is also known as "Grading on the Curve." This method is all right with academics but not for licensure.

Criterion-referenced

- Minimum competence standards are used to differentiate between those candidates who are qualified to practice from those who are not qualified to practice. This establishes a criterion that determines who is qualified to practice.

Dr. Ferrel reported the key consideration associated with Minimum Acceptable Standards is:

- Prerequisite qualifications (education, training hours)
- Readiness for independent practice within the profession
- Performance behaviors describing candidates
- Difficulty of issues presented in exam questions
- Public health and safety issues

Dr. Ferrel reported of the 34 board, bureau, and programs administering licensure exams:

25 use a criterion-referenced method

- 3 have regulation changes pending to require criterion-referenced methods
- 6 maintain fixed scores or percentages in their respective regulations

Dr. Condon expressed her concerns about why the past scoring mechanism that was used had been discontinued.

Dr. Ferrel reported that aggregate scoring was discontinued based upon the new technology and the research that was completed which shows that criterion reference testing is the appropriate way to set a passing score.

Dr. Condon stated that she is particularly concerned about the student that scores well on the practical exam but missed the written by one point. Dr. Condon is curious to know how often does it occur that someone would score very high on the practical and very low on the written?

Dr. Ferrel stated she doesn't currently have those statistics; however, the Board might be able to draft materials to reflect this information. Dr. Ferrell stated that there must be a cutoff at some point, and the hope is that by doing the exam development item writing, item review, and exam construction all with licensed professionals, we hope that this would not adversely impact the candidate.

Dr. Ferrel stated the practical exam is important because it looks at application of skill while the written looks at health & safety. She stated that it is very important to maintain the two portions of the exam.

Dr. Condon stated that she is concerned about the student who is very practically able. She stated within this profession the performance of the profession is weighed on the ability to perform in a practical way. Therefore, she would like to see the scores that a person couldn't totally do terribly on the written, but could make up some from the written by a higher practical score.

Dr. Ferrel suggested the Board look at the exam plan for the written and perhaps reduce the coverage to be truly public health & safety.

Mr. Gonzalez expressed concern that students are not being scheduled for the exam within the 10 days after graduation.

Dr. Ferrel stated when the exams were being given on the same day, more than half the candidates were failing and still needed to return to take the other part of the exam.

Dr. Ferrel suggested the Board not pursue changing the exam for barbers, because the barber population is extremely small and does not have the same enforcement issues as cosmetologists. Dr. Ferrel stated that the written exam for barbers couldn't be evaluated due to the lack of statistics, since a candidate can score very low on the exam and still be granted a license.

A motion was made by Joe Gonzalez to establish a Task Force to review the aggregate scoring. The Task Force would include Board Members, Dr. Ferrell, Board staff and two members of the industry.

Richard Hedges seconded the motion to establish a committee to review aggregate scoring.

Angela Rasberry amended the motion to include the English as Second Language (ESL) standards and public safety questions.

Mr. Gonzalez accepted the amendments to the motion; therefore the Task Force will consider the ESL Standards and Public Safety questions.

The Aggregate Scoring Task Force Committee will include

Dr, Della Condon, President
Joe Gonzalez, Vice-President
Kim McInnes, Professional Member
Richard Hedges, Public Member
Tamara Rasberry, Public Member
Mercedes Barcelona, Professional Member
Dr. Tracy Ferrel, Chief, Office of Examination Services
Jerry Tyler, Carlton Hair International
Giovanni Scavo, Elegante Beauty Colleges
Peter Westbrook, Riverside Community College
Regina Pelayo, Skyline College
Mary Manna, National Interstate Council
Carol Ward, Fullerton College
Richard P. Nguyen, CSU, Long Beach
Red Carter, Barber License

Agenda Item 8 Public Comment

The following people provided public comment:

Ms. Vanessa Aramayo, Field Representative for Assemblymember Dario J. Frommer reported that she was asked to attend the meeting on behalf of the Assemblymember to reiterate the importance of the letter sent to the Board. Ms. Aramayo thanked Ms. Walton for reading the letter from the Assemblymember. Ms. Aramayo stated that Assemblymember Frommer supports

the Board's thoughtful decision making process for relocating the offices of the Board of Barbering and Cosmetology.

Mr. Red Carter urged the members to look at the aggregate scoring and the past record before making a final decision on changes. Mr. Carter reported that the barbers were severely affected when the change in aggregate scoring was made. Mr. Carter urged the members to look at the past history on how the scoring was done.

Mr. Luis Aramendadis, Pomona Unified School District is concerned about the Board plans for enforcing the law pertaining to unlicensed professionals working in salons and barber shops. He is also concerned whether additional inspectors have been hired and if they will be working on the weekends. Mr. Aramendadis suggests the board update the website to include the date that the Board received a student's application and when the students test date is.

Mr. Aramendadis informed Dr. Condon that the students in his program experience very long wait times in getting scheduled for their exams.

Mr. Marcus Moreno, stated the backlog the schools are currently faced with began when past Governor Wilson sunset the previous Board of Cosmetology in 1997. He stated the previous Bureau didn't serve the industry well, which resulted in the industry uniting and resurrected the Board.

Ms. Carol Ward reported the industry has come a long way and they are technologically advanced. Ms. Ward cited health and safety issues as a basis for the Board to reconsider Instructors licenses are mandatory. She stated in order for students to be successful on the exams, and successful technicians in the industry then there must be competent teachers.

Mr. Henry Susi, stated that he would like to see the rules of sanitation being enforced. He stated that the shops today are extremely dirty and it appears that sterilization is unknown to the shop owners and technicians.

Ms. Dianne Torres, Associated Cosmetology Teachers Association for California reported that the Board needs to keep in mind the importance of School Instructors being licensed. She stated in order for the integrity to be maintained the Instructors must be licensed.

Mr. Giovanni Scavo, stated the waiting period has caused many minority students to abandon the field because of failing at the first attempt at taking the exam. He stated that students who fails the exam due to not being able to understand the English language often resort to working in shops that employ unlicensed professionals. Mr. Scalvo urged the members to consider using schools as test sites, which would assist in reducing the backlog of students that are waiting to be scheduled for their exam.

Mr. Marcus Moreno, reported that SB 362 would remove the requirement for instructor's licenses. Mr. Moreno stated that the Board was instructed to request the Governor remove the language from the bill that would allow the instructor's license to continue to exist. He requested the members to have staff provide members of the public with copies of the bills. Mr. Moreno stated that the Board is currently faced with another disaster/mess with respect to the instructors license within the public sector.

Ms. Rasberry informed everyone that the Governor couldn't remove the clause if a bill has already been signed. Ms. Rasberry stated the Governor doesn't have line item veto on bills.

Mr. Jerry Tyler, Professional Beauty Federation of California stated when an instructor is certified this allows them to enter with great experience and knowledge. However, through the certification process there is no process for teacher training. He stated there needs to be an industry standard applied to the instructor license, so that there is minimum amount of time spent in training.

Dr. Condon stated that part of the problem the industry is faced with is there are two different agencies involved in instructor licensure. The different agencies involved in Instructor Licensing are:

- Bureau for Private Postsecondary and Vocational Education
- Board of Barbering and Cosmetology
Community Colleges

Dr. Condon stated the entire issue of instructor licensing needs to be reviewed.

Mr. John Holland, Instructor, concurred with the Board and members of the public that instructors need to be licensed. He stated that 3 years experience is not enough time to be allowed to teach in schools.

Dr. Condon stated that a license should be required of each teacher that teaches in every school. Dr. Condon stated that if schools would like to train their own people and let them teach their students, then the schools should be allow to do so.

Ms. Regina Pelayo, Skyline Community College, stated various training and classes have been discontinued in the community colleges due to the recent cutbacks the schools have made. Ms. Pelayo stated that students who have received teacher training and are ready to take the exam haven't been able due to the backlog in getting scheduled for the exam. She stated that some students have been waiting 6-7 months, just to get a test date.

A member of the public stressed to the members that the Board needs to consider raising the application and renewal fees which would assist the Board in hiring additional staff to process the applications quicker. She stated that other state's application fees are over \$100. She reported each additional state she holds a license in, she was able to obtain her license within 30 days, so if California raises the fees then maybe the students can get licensed quicker.

Dr. Condon stated that money is not the problem with the licensing fee that is being charged, because the Board brings in more than enough money to support the Board's functions. Dr. Condon stated that the Board's monies are disbursed within the government bureaucracy to different state agencies.

Ms. Tamara Rasberry stated the Board's first priority should be to focus on the time delays in the student's applications being processed and scheduled to sit for the exams. She stated the time delays result in students losing money.

Mr. James Knauss, California Barber College Association stated he would like to see statistics on how the students measure after taking the exam at Experiior and what instrument is being used. He stated the only way to measure an industry that is manual arts is with manual arts and not with questions in order to become clerks.

Mr. Jerry Tyler, Carlton Hair International, urged the Board to return back to aggregate scoring. He stated that should the Board return to aggregate scoring, then the wait time to get scheduled for the exam would significantly be reduced. He stated the loss of aggregate scoring has cost hundreds of thousand of dollars in salary and illegal activity which is due to the extremely long wait time to get scheduled for the exam.

Mr. Marcus Moreno, Western State Kit Company, Jazz-z Beauty, stated when aggregate scoring existed there was a minimum required on the practical exam. Mr. Moreno urged the Board to return back to aggregate scoring where the scores from both exams will be taken and combined and maintain the minimum passing ratio of the practical.

Mr. Moreno stated if a student scores less than 70 points on the practical, then they would not received a passing score and would not be licensed. If this method is followed then the consumer will surely be protected.

Mr. Moreno urged the members to establish a task force to reconsider returning back to aggregate scoring.

Ms. Mary Manna, National Interstate Council of State Boards (NIC) stated the Board's main function is to protect the health & safety of the public. Ms. Manna reported the NIC supports both the practical & the written exams with a passing score on both. Ms. Manna stated the Board's priority should be to protect the health & safety of the public and not to listen to associations or students.

Ms. Regina Pelayo, Skyline Community College, reported the industry is rapidly growing and urged the Board to continue enforcing health and safety; therefore, she suggests the Board continue with the written examination.

Omar Avila, Institute of Beauty Culture, suggested the student exam should be a combined scoring system with a final being an average of the two. He stated students attend beauty schools because they are trade schools and not higher education. He stated if a student wanted to attend a college for higher education, then they would go to an academy or university.

Mr. Avila stated that if the Board considers taking the written test with the practical and average it out to achieve a passing score, then the industry will have very intelligent students performing the quality of work that should be done.

Ms. Donna Peterson, Department of Apprenticeship Standards, reported the department in which she is currently employed with currently looks at education differently. Ms. Peterson stated she works along with people like the Professional Beauty Federation, and Beauty Schools.

Ms. Peterson stated she's confused as to how the Department of Consumer Affairs (DCA) and the way the Board of Barbering and Cosmetology is made up and the staff who create the exams. Ms. Peterson stated she would challenge the DCA to make sure the Board is made up of

members outside of the academic community. She stated the people who know what is going on regarding the exams are people outside of the academic community.

Ms. Peterson urged the Board to make sure the people who are creating the exams are people who know what is going on within the industry, like people who are coming out of the trenches and have first-hand experience.

Mr. Richard Nguyen reported 7-10 percent of his students has been failing the exam because they are not able to read the Vietnamese language. He stated even though he is Vietnamese; he is not able to read the language on the computer. Also, he stated the form being used for the Vietnamese language is not the correct form, and this is why the students have been failing the exam.

Mr. Nguyen stated the testing used at Experior needs to be corrected. He stated once the students fail the exam, then they must wait for months and months before they are scheduled again. He stated that it only take a manicurist 2-3 months to complete the program, but it takes 1 year to get the license.

Mr. Nguyen stated that the students have families, and need to begin working a lot sooner than the 8-10 months that it's taking to get scheduled for the exam. He stated that he has students with higher education from Vietnam with degrees who are able to fluently write and read Vietnamese, who are not able to pass the exam solely because they cannot understand the computer.

Dr. Condon urged the staff to follow-up with Experior to make sure that the Vietnamese exam is the correct exam.

Mr. Richard Hedges stated problems occur often due to different dialects and various regions within the country. Mr. Hedges was concerned that this is an issue of a different dialect within an area of Vietnam.

Agenda Item 9 Items for Next Agenda

The following items will be discussed at the next scheduled meeting:

- Testing – Expediting the Process
- Inspectors – Status of Current Inspections Staff and Requirements. Also, report on where Inspections have/have not been completed.
- Instructors Licenses
- Organization of the Board
- Legislative Agenda

Mr. Gonzalez expressed his concerns about how the public is being notified about the Board Meetings.

Mr. Jacobs stated the report on the Inspections Section would not be available until the month of November.

All members agreed the report on the Inspections Section would be held at the November meeting.

Ms. Walton reported that the Board currently uses an interested parties mailing list, and all notices are posted on the Board's Website.

The members discussed and identified the committee for the hiring process for the Board's new Executive Officer.

The members decided that Dr. Condon and Mr. Gonzalez would review the job description for the Board's Executive Officer and would also select the applicants.

Dr. Condon reported she has contacted Mr. Sears, but was not able to speak with him so she left a message that she was checking on the status of the recruitment process for the Executive Officer.

The meeting was adjourned at 3:45 p.m.

Dr. Della M. Condon, President

Mr. Joe Gonzalez, Vice-President